

SECRET

ADM-12.7

Adm-7.1
DD/S&T-3259-68

21 AUG 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: [REDACTED] Support Contract

1. I was much upset by our delay in moving this contract to your office. Since I believe you will share my sentiment, I am forwarding to you copies of the actions I have taken in order to avoid similar situations in the future.

2. In addition, I have effected a modification in our automated Contract Information System (CIS) so that:

(a) we have in my office a tickler system on every contract 90 days before expiration;

(b) the appropriate office is alerted at that time and queried as to intentions on a follow-on action;

(c) the office is also warned that any such follow-on must be in my hands five weeks prior to termination of the existing contract so as to permit orderly management.

[Signature]
**Carl E. Duckett
Deputy Director
for
Science and Technology**

Attachment a/s

Distribution:

Orig & 1 - ExDir-Compt

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O/DD/S&T [REDACTED] had/6561(21 Aug 68)

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